

# POSITION DESCRIPTION

## Part I: POSITION INFORMATION

Read each heading carefully before proceeding. Make statements simple, brief, and complete. **Be certain the form is signed.** Send the original to Human Resources. Supervisors and incumbents are responsible for completion of this form.

Classified	Regular	Part-Time	Existing	Other	Other %	63%
Position Number: <b>K0047207</b>		Current Class Title: Accounting Specialist		<b>For Use by Human Resources</b> Allocation: Accounting Specialist Effective Date: 1/10/2010 FLSA Status: Nonexempt Approved By: Patti Woodcock Pay Grade: 19		
Employee Name: <b>Kelly Reno</b>		Proposed Class Title: (reallocations or new positions only)				
Direct	Name: Marc Shiff	Position Number: K0047427				
Supervisor	Title: Public Service Executive II					
Location:	Topeka/Shawnee	Other Location:	8:00am - 5:00pm	Other Hours:	8:30am - 2pm	
Division:	Division of Health, Bureau of Family Health			Budget Program Number:	65110	

## Part II: ORGANIZATIONAL INFORMATION

1. If this is a request to reallocate the position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

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2. How much latitude is allowed incumbent in completing work? **Some**

3. What kinds of instructions, methods and guidelines are given to the incumbent in this position to help do the work?

Work is performed in accordance with established accounting procedures and regulations. The balance of assignments are special projects from the Section Director. These assignments are made verbally or in writing.

4. Which statement best describes the results of error in action or decision of this incumbent?

**Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.**

5. Describe the work of this position. Use the following format for describing the duties: What is the action being done (use action verb); to whom or what is the action directed (object of action); why is the action being done (describe the result or outcome expected); how is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed).

**Number Each Task, Indicate Percent of Time and Identify each function as Essential or Marginal by placing an "E" or "M" next to the % of time for each task. No duty shall exceed 50% nor be less than 5%.**

**Essential** functions are primary job duties for which the position was created and that an employee must be able to perform, with or without a reasonable accommodation.

**Marginal** functions are peripheral, incidental or minimal parts of the position.

**Note: The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.**

Number	% of Time	E or M	Description of Duties
1.	25%	E	Performs clerical tasks and assists with accounting tasks. Updates supervisor of procedural changes regarding claims and claims management in the Topeka administrative office. Coordinates accounts payable activities on client-based records by reviewing claims for documentation of obligations, payment authorizations, timely payments, and accurate recording.
2.	20%	E	Maintains fiscal records by reviewing purchase requisitions, vouchers, receipts and other documents; enters data onto computer spreadsheets, ledgers, worksheets and other forms; compares data contained in a variety of financial records in order to detect errors/discrepancies; reconciles accounts/records; extracts and compiles information from records as required.
3.	20%	E	Monitors program budgets by reviewing fund balances and reporting overages and shortages to superiors. Assists in budget preparation by compiling necessary information manually or by using computer-based records pertaining to budgets, accounts and other financial operations. Completes report forms or writes narrative reports. Prepares financial reports for management.
4.	20%	E	Responsible for maintaining records and files for all contracts and outreach clinics and processing of payments. All contract affidavits of expenditures are reviewed for accuracy and in compliance with the program policies and procedures. Responsible for posting and recording all Special Fund accounts and transactions for the Imprest Fund account.
5.	10%	E	Communicates verbally and in writing with the network of providers, vendors and other health care professionals throughout the State in regard to claims and claims management and general program information. Works on special projects requested by the Director by gathering the appropriate data including information to assist in budget preparation.
6.	5%	M	Perform other duties as assigned including serving as a member of the KDHE Disaster Response Team as needed to assure the agency's public and environmental health response is adequately staffed during and immediately following natural and/or manmade disasters, infectious disease outbreaks, and/or acts of terrorism.

6. Click on the button if this position directly supervises agency employees:		<input type="radio"/> Supervisor <input checked="" type="radio"/> Non-Supervisor	
7. List the class titles and position numbers of all agency employees directly supervised by this position:			
Class Title	Position #	Class Title	Position #

8. For what purpose, with whom and how frequently are contacts made with the public, officials or other employees?
 

	Other Purpose:				
<input type="checkbox"/> Local Government Officials	Frequency:	▼	Purpose:	▼	
<input type="checkbox"/> State Government Officials	Frequency:	▼	Purpose:	▼	
<input type="checkbox"/> Federal Government Officials	Frequency:	▼	Purpose:	▼	
<input type="checkbox"/> Community Contacts	Frequency:	▼	Purpose:	▼	
<input type="checkbox"/> Private Consultants	Frequency:	▼	Purpose:	▼	
<input type="checkbox"/> Owners	Frequency:	▼	Purpose:	▼	
<input type="checkbox"/> Operators	Frequency:	▼	Purpose:	▼	
<input type="checkbox"/> Legislature	Frequency:	▼	Purpose:	▼	
<input checked="" type="checkbox"/> KDHE Program Staff	Occasionally	▼	carry out duties	▼	
<input checked="" type="checkbox"/> Other    Clients	Occasionally	▼	carry out duties	▼	
<input checked="" type="checkbox"/> Other    Providers	Occasionally	▼	carry out duties	▼	
<input checked="" type="checkbox"/> Other    Vendors	Occasionally	▼	carry out duties	▼	

9. What hazards, risks or discomforts exist on the job or in the work environment?
 

<input checked="" type="radio"/> Normal Office Environment <input type="radio"/> Other (please explain)	
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10. Describe any methods, techniques or procedures that must be used to ensure safety for equipment, employees, clients and others.  
 (Check all that apply.)
 

☐ Standard industry health and safety protocol is used at sites to ensure the safety of all on-site personnel and the general public.
 ☐ Contact with corrosive, toxic, ignitable, and/or reactive materials during fieldwork including hazardous or solid waste site visits, sampling activities, and related work may occur.
 ☐ Pursuant to 29 CFR, Part 1910.120, employee will be required to successfully complete the 40-hour Hazardous Waste Site Operations training and the annual eight-hour update training.
 ☐ Personal protective equipment is provided as necessary.
 ☐ The use of electrical audiovisual equipment necessitates knowledge and safety measures while using and securing equipment cords to prevent self and others from electrical shock or trip/fall injuries.
 ☐ Normal driving and road hazards may occur while traveling Kansas roads.
 ☒ Use of proper lifting techniques is necessary when lifting and moving material, equipment, etc.
 ☒ Requires the use of computer, copier, calculator, fax, and other electrical office machines.
 ☒ Incumbent is encouraged to follow office safety practices to ensure safety for self and others in the office.
 ☐ Other:

11. Performance of the duties of this position could be reasonably anticipated to cause exposure to blood, blood products and/or other potentially infectious materials.
 

☐ Yes      ☒ No

12. Check all machines regularly used in the work of this position and indicate frequency with which they are used.
 

<b>Equipment:</b> <input checked="" type="checkbox"/> Computer <input checked="" type="checkbox"/> Telephone <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Fax machine <input checked="" type="checkbox"/> Scanner <input type="checkbox"/> Scientific equipment <input type="checkbox"/> Sampling equipment <input type="checkbox"/> Vehicle	<b>Frequency Used:</b> <div style="background-color: #00FF00; padding: 2px;">Daily</div> ▼ <div style="background-color: #00FF00; padding: 2px;">Daily</div> ▼ <div style="background-color: #00FF00; padding: 2px;">Daily</div> ▼ <div style="background-color: #00FF00; padding: 2px;">Occasionally</div> ▼ <div style="background-color: #00FF00; padding: 2px;">Occasionally</div> ▼ <div style="background-color: #00FF00; padding: 2px;">Frequency:</div> ▼ <div style="background-color: #00FF00; padding: 2px;">Frequency:</div> ▼ <div style="background-color: #00FF00; padding: 2px;">Frequency:</div> ▼	<b>Equipment:</b> <input checked="" type="checkbox"/> Other (describe) <input type="checkbox"/> Other (describe) <input type="checkbox"/> Other (describe) <input type="checkbox"/> Other (describe)	<b>Frequency Used:</b> <div style="background-color: #00FF00; padding: 2px;">Daily</div> ▼ <div style="background-color: #00FF00; padding: 2px;">Frequency:</div> ▼ <div style="background-color: #00FF00; padding: 2px;">Frequency:</div> ▼ <div style="background-color: #00FF00; padding: 2px;">Frequency:</div> ▼	<b>Other:</b> <div style="border: 1px solid black; padding: 2px;">printer, adding machine</div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>
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**Part III: EDUCATION, EXPERIENCE AND SAFETY INFORMATION**

13. Minimum Requirements (MR) as stated in the State of Kansas Class Specification. **Note: Do not include substitution statement indicated on class specification. However, if substitution is desired, specifically describe substitution.**

One year of experience in accounting/auditing support work.

14. Special Requirements: Additional qualifications for this position that are necessary to perform the Essential Functions of the position (i.e. license, registration or certification).

License's Required ☐ Valid Driver's License - Incumbent is required to have and maintain a valid driver's license when operating a state vehicle, a private vehicle, or a rental vehicle for the benefit of the State.  
☐ Professional Environmental Engineer - Incumbent is required to maintain a professional environmental engineer license while in the position.  
☐ Professional Geologist - Incumbent is required to maintain a professional geology license while in this position.

Other License

15. Preferred education, experience or skills. **(These items will be used to screen applicants when recruiting to fill the position.)**

**Preferred Education**

- ☒ High School/GED  
☐ Bachelors Degree  
☐ Masters Degree  
☐ Ph.D.  
☐ M.D.  
☐ Other  
☐ Other  
☐ Other  
☐ Other

**Degree Area**


**Preferred Skills**

- ☐ Computer Skills  
☐ Grammar  
☒ Other  
☐ Other  
☐ Other  
☐ Other  
☐ Other  
☐ Other  
☐ Other

Word, Excel, PowerPoint, Access

Proofreading, editing, attention to detail

Medical terminology

**Preferred Experience:**

Three years experience in office practice/management, accounting/auditing or budgeting/procurement.

**Part IV: SIGNATURES**

\_\_\_\_\_  
Signature of Employee Date

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Signature of Human Resources Official 3/29/2010  
Date

**Approved:**

Marc Shiff 3/29/2010  
Signature of Supervisor Date

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Signature of Agency Head or 3/29/2010  
Appointing Authority Date